

**Suncoast Phoenix Community Choir  
Board Minutes  
for 5:00 pm, January 6, 2025  
At Catherine's House in Sechelt**

Present: Rachel Manley (chair), Nancy Webber, Catherine Hanson, Sheila Tyner, Susan Blockberger, Jane Mossop, Sara Douglas, Sonia Koehler

Regrets: Lise Kreps

1. Adoption of the agenda: Moved – Sheila, seconded Jane to adopt the agenda as pre-circulated CARRIED
2. Adoption of the minutes of Dec. 4, 2024: Moved Sonia, seconded Nancy to adopt the revised minutes as pre-circulated. CARRIED

**3. Business arising:**

- a. Handbook: Sara made suggested changes to the Chorister's Handbook and circulated the proposed revised version to the board. Several board members suggested additional changes.

**ACTION: Rachel** offered to edit in these changes by Thursday so choir members can be directed to familiarize themselves with the revised handbook at our first practice.

The handbook was last edited in 2016, and there was a consensus that it needs to be reviewed more regularly and updated when required.

**ACTION: The vice-president (presently Jane)** will review the handbook annually and bring any suggested edits to the board for approval.

- b. Scheduled Sectionals: Catherine proposed that the sectionals be scheduled weekly on a rotating basis (soprano, alto, tenor, base) and that Sara and Tom be paid for their time conducting sectionals. Sara stated that she preferred to schedule sectionals by need and noted that Tom is not always able to attend sectionals.

MOVED by Catherine, seconded by Sheila that Sara and Tom be paid \$60 per hour for any time spent in Sectionals. CARRIED

- c. Kathaumixw touring choir: Sara received an email from Carolyn Mitchell saying that the Coast Recital Society may consider partnering with another group(s) to help bring a touring choir to the lower coast in July. After discussion, consensus that we would offer to help with billeting.

**ACTION: Sara** to reply to Carolyn conveying an offer to assist with billeting.

- d. Injuries at St. Hilda's: We know of at least two injuries that have occurred at evening choir events at St. Hilda's related to the poor lighting and design of the stairs up to the doors. We have encouraged both parties to contact the church to make them aware of this problem. **Sara** is following up to find out what the church's response was and will let us know when she hears back. In the meantime, we will try to avoid scheduling evening events during the winter at St. Hilda's if possible.
- e. Retreat and chamber choir: Sara outlined plans for the retreat to be held this Saturday. She also clarified that the new Chamber Choir will be a subset of Suncoast Phoenix members and interested parties will need to audition. She would like a group of about 16-20 experienced singers able to tackle more challenging music.

#### 4. Reports:

- a. Treasurer: Catherine.

Financial statement was pre-circulated and we are in good financial shape.

Catherine has been researching grants and has identified the Sechelt Community Investment Program as a possible source of funding for next year's Requiem. The grant application is due Jan. 30. Susan has offered to help with writing the grant.

**ACTION:** **Catherine** will communicate with **Sara** re budget details for this event, e.g. musicians, rehearsal space, performance space, guest soloists, music, etc.

**ACTION:** **Susan and Catherine** will prepare grant application by Jan. 30<sup>th</sup>

Catherine has also identified another potential grant source for purchase of a choral shell.

**ACTION:** **Sara** will research shells and determine the cost of one that would be suitable for us.

Catherine has received an email from the representative for our region on the BC Choral Federation board, asking some general questions about our choir's year to date.

**ACTION:** **Sara** will respond to this email.

- b. Music Director:

Sara is expecting 63 singers or more for this term. Main choir practice will be from 6:45 to 8:20, including a 7-8-minute break in the middle. The chamber choir will rehearse from 8:30-9:00. Sara shared her plan for the first session and her plans for the repertoire for this term.

There are currently no section leaders for the alto and soprano sections and there is a consensus that section leaders here would be useful. Sara will recruit section leaders for these sections.

MOVED by Jane, seconded by Sonia that these section leaders be paid \$60 per session, as are the section leaders for tenor and base. CARRIED

MOVED by Catherine, seconded by Nancy that chamber choir members pay for their music but there will be no additional dues.

- c. Librarian – Sonia. Nothing to report.
  - d. Publicity – Sheila. Nothing to report
  - e. Concert Coordinator – Nancy. Spring concerts are May 30<sup>th</sup> 7 pm at St. Hilda's and May 31<sup>st</sup> 2 pm at Calvary Baptist.
  - f. Membership – Susan reported that she will cover membership duties when Lise is away.
  - g. President – Nothing to report
5. Next meeting:  
**Wednesday February 12<sup>th</sup> at 5:00 p.m. at Rachel's home  
5301 Snodgrass Road, Selma Park.**